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19 October 1948

MEMORANDUM FOR ASSISTANT DIRECTOR, SO

SUBJECT: Security Clearances

1. Reference is made to a meeting September 29, attended by Captain [REDACTED] OSO and [REDACTED] I & S, to discuss security clearance problems between I & S and OSO.

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2. The following points were agreed upon at this meeting and will serve as the basis for operating procedure on OSO security cases:

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a. I & S will determine security approval or disapproval on all OSO personnel security cases.

b. On security approvals I & S will transmit to OSO any pertinent unfavorable information developed during the course of investigation which reflects on subject's personality, ability to live and work harmoniously, morals, character and family background.

c. Security Disapprovals. Upon request I & S will transmit to Assistant Director, SO the file on a security disapproval. If the Assistant Director SO desires a review of the disapproval action, the matter becomes a subject of discussion between Assistant Director SO and the Executive for I & S.

d. Provisional Security Clearances. I & S approvals of provisional security clearances for entry upon duty in the unvouchered non-security cleared pool will be on the basis of a 6-way name check, review of I & S indices, and examination of any available background information. Provisional security clearances are conditioned upon the completion of a full investigation and that subject, while in this status (1) not have access to classified material and (2) not have access to CIA secured buildings. Disapproval of provisional security clearance requests reverts the case to one of full investigation before action will be taken to permit the subject to enter on duty with CIA.

e. Exceptions for foreign connections. Assistant Director SO to approve requests for exceptions for foreign connections before transmission to I & S for consideration. Consideration of requests for exceptions to foreign connections will be based on information contained in Personal History Statement and any data available in I & S indices. Approvals of foreign connections are necessary prior to initiation of formal personnel security actions for investigative purposes. A security denial of an exception for foreign connections means that the subject can not be employed by this Agency.

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f. Waivers. Requests for waivers by OSO will first be transmitted to I & S, where such requests will be submitted to a 6-way name check, examination of I & S indices, and any other available information. The request, together with the security information developed as a result of the checks above, will be transmitted to Assistant Director SO for approval prior to further action. If Assistant Director SO approves, the request will be transmitted to I & S for action to obtain the approval of the Director.

g. Transfers. All transfers from vouchered CIA open cases to OSO unvouchered rolls are to be approved by I & S. In like manner, transfers from OSO unvouchered rolls to vouchered CIA open rolls will also be approved by I & S.

h. Exit Interviews. I & S will conduct the necessary briefing for termination exit interviews and extended leaves of absence by OSO personnel.

3. The following elements of security action were not determined by the above group pending decision by the Executive for I & S and Assistant Director SO. The elements requiring further consideration are:

a. Transfers of OSO personnel from departmental assignments to field stations, and from field stations to departmental positions, and transfers from station to station in the field.

b. Security briefing of OSO personnel departing for field stations and returning from field assignments.

c. Cryptographic security clearances for OSO personnel.

/s/ Sheffield Edwards
SHEFFIELD EDWARDS
Colonel, GSC
Executive for Inspection & Security

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